



OVERSIGHT AND
COMPLIANCE

OFFICE OF THE DEPUTY CHIEF MANAGEMENT OFFICER

9010 DEFENSE PENTAGON
WASHINGTON, DC 20301-9010

OCT - 4 2016

MEMORANDUM FOR GROUP FEDERAL OFFICER, DEPARTMENT OF THE AIR FORCE

SUBJECT: Air University Board of Visitors – Charter Amendment and Membership Balance Plan

The amended charter and membership balance plan for the Air University Board of Visitors (“the Board”) are approved. Copies of the amended charter and the membership balance plan will be provided to you and the Board’s Designated Federal Officer (DFO) once the amendment is filed with the Defense Congressional Oversight Committees, the General Services Administration, and the Library of Congress.

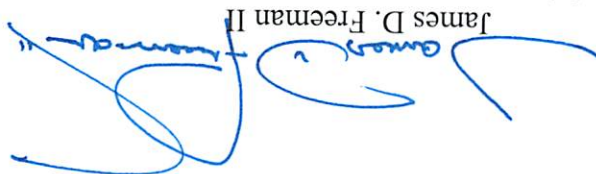
In consultation with the Office of the General Counsel (OGC) of the Department of Defense (DoD), I have affirmed that all individuals appointed to the Board, once appointed according to DoD policies and procedures, will be appointed to serve as special government employee (SGE) or regular government employee (RGE) members, as appropriate. The following points apply:

- a) Individual members approved for appointment or renewal of appointment according to DoD policy, who are not full-time or permanent part-time Federal officers or employees, must be appointed as experts or consultants pursuant to 5 U.S.C. § 3109 to serve as SGE members. Those who are full-time or permanent part-time Federal officers or employees must be appointed pursuant to 41 C.F.R. § 102-3.130(a) to serve as RGE members.
- b) Each Board member must be notified, in writing, of the appointment authority’s decision. Any questions pertaining to the preparation of these letters of notification should be referred to me or the appropriate OGC DoD. At a minimum, the letters shall contain the following:
 - i. Notice that each individual's appointment to serve on the Board is without compensation, with the exception of reimbursement of official Board-related travel and per diem;
 - ii. A statement that each individual is appointed to serve as an SGE or RGE member, as appropriate;
 - iii. An explanation of the difference between serving as an SGE or representative member; and
 - iv. A summary of the applicable ethics requirements, to include whether SGE members are required to file a Confidential Financial Disclosure Report.

Based on the Secretary of Defense memorandum of October 9, 2012, concerning advisory committees, we recommend you continually reevaluate the Board’s functions and

reduce, where appropriate, the Board's operating costs. As then-Secretary of Defense Panetta stated, "we must continually assess our advisory committees to ensure that they deliver appropriate value today and in the future as times and requirements change."

If you should have any questions about this DoD Program, the Federal governance and compliance requirements, the amended charter, or the membership balance plan, please contact me at 703-692-5952 or by email at james.d.freeman4.civ@mail.mil.

A handwritten signature in blue ink, appearing to read "James D. Freeman II". The signature is stylized with a large, sweeping "J" and "F".

James D. Freeman II
Advisory Committee Management Officer